



City of Phoenix

Community and Economic Development Department (CEDD)
 Workforce Development Division (WFDD)
 200 W. Washington, 20th Floor, Phoenix, Arizona 85003
 (602) 262-5040 FAX: (602) 495-5097

JOB INFORMATION

Job Order

Start Date:

Close Date:

WFD Staff:

Position/Job Title:		No. of Positions:
Job Duties:		
Education Requirements/Certifications:		
Experience/Skills:		
Are you willing to train someone if financial assistance is available? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what are the minimum qualifications?		
Salary: from \$ _____ to \$ _____ per _____		Days/Hours
Benefits: <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vacation <input type="checkbox"/> Pension <input type="checkbox"/> None <input type="checkbox"/> Other _____		
Will Hire Ex-offenders	<input type="checkbox"/> no <input type="checkbox"/> yes	

EMPLOYER INFORMATION

Name of Business:			
Address:	City :	State:	Zip:
Contact Person:	Title:	Phone:	
To Apply: <input type="checkbox"/> Mail resume <input type="checkbox"/> Call contact person <input type="checkbox"/> Go to address <input type="checkbox"/> Fax resume to (Fax #) :			
Comments:		<input type="checkbox"/> E-mail to:	
On a Bus Route <input type="checkbox"/> no <input type="checkbox"/> yes (specify)			
Child Care Close By <input type="checkbox"/> no <input type="checkbox"/> yes (specify)			